

Tempe Fire Department Policies and Procedures

Apparatus Inspection, Maintenance, and Reporting

602.03

Rev 7-5-05

Purpose

Accurate management of daily apparatus inspection and maintenance is necessary for the delivery of essential services and to maximize safety for the community and our members. This is accomplished through daily inspection, maintenance, documentation, accountability, and reporting. This policy assigns responsibility and procedure for daily apparatus inspection, maintenance and reporting.

Responsibility

It is the Company Officers responsibility to ensure the daily inspection and maintenance of apparatus is performed and reported as described in this policy. All members have a responsibility to report any apparatus deficiencies to their company officer or Engineer at the time of observation.

Procedure

Any member functioning in the Engineer or FIT position shall perform a thorough apparatus inspection as soon as possible at the beginning of each shift. Additional inspections shall be conducted when:

- A member functioning in the Engineer position is changed for the remainder of a shift
- Changing apparatus during a shift
- Placing apparatus into service for special events or other deployments
- Conducting assigned inspections on reserve or support apparatus

A printable "Apparatus Inspection Form" available in "on line forms" should be used as a guide when performing inspections.

Reporting

After inspection, the Engineer shall complete and submit the "Apparatus Inspection Form" on line before 1200 hours daily. Immediate reporting is required whenever the assigned Engineer position changes for the remainder of a shift; for apparatus changeovers, assigned weekly inspections, special events or other deployments. The form is available in "On Line Forms" on the Intranet.

Once submitted, the "Form Confirmation" is to be printed and placed on the apparatus. Only the current and two previous days of documentation shall be kept on the apparatus; the remaining days can be discarded.

Submitted Apparatus Inspection Forms are received, reviewed, and filed in Fire Maintenance and will remain on file for the service life of the apparatus.

Van Pelt

The Van Pelt is a historical piece of Tempe Fire Department equipment that is used exclusively for public education and show. While it is not used for emergency response, the Van Pelt shall be inspected and reported on every Saturday to ensure safety and performance. Ongoing cleaning, operating, weekly inspection, and reporting shall be conducted by members of the Van Pelt's assigned station. Inspection and reporting shall be conducted anytime a member is assigned to operate the Van Pelt for scheduled activities.